

DEPARTMENT OF THE ARMY  
HEADQUARTERS, FIFTH U.S. ARMY AND FORT SAM HOUSTON  
Fort Sam Houston, Texas 78234-5000

FSH Regulation  
No. 700-4

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Logistics  
FORT SAM HOUSTON AMMUNITION HANDBOOK

Issue of supplements to this regulation by subordinate commanders is prohibited unless prior written approval is obtained from Headquarters, U.S. Army Garrison, Fort Sam Houston.

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## CHAPTER 1

### INTRODUCTION

#### Section I. General Provisions

1-1. **PURPOSE.** This regulation outlines local responsibilities, establishes installation policies, and prescribes standing operating procedures for conventional ammunition and explosives.

1-2. **APPLICABILITY.** This regulation is applicable to units and activities receiving ammunition support from Headquarters, U. S. Army Garrison, Fort Sam Houston (HQ, USAG, FSH), to include U. S. Army Reserves (USAR), Army National Guard (ARNG), Reserve Officers' Training Corps (ROTC) and interservice support customers.

1-3. **REFERENCES.** Required and related publications are listed in appendix A.

#### 1-4. RESPONSIBILITIES.

a. The Provost Marshal (PM) provides guidance and supervision over physical security matters pertaining to ammunition and explosives.

b. The Safety Office provides safety inspections and issuance of guidance on safe handling, transporting, storing and disposing of ammunition and explosives.

c. The Directorate of Plans, Training, Mobilization and Security (DPTMSEC) is responsible for:

(1) Supervising and managing the command's training ammunition program and the appropriate military security aspects.

(2) Reviewing and approving requirements forecasts and issue requests for training ammunition in accordance with TAMS.

(3) Determining established allocation priorities for ammunition in critical supply.

(4) Coordinating with Directorate of Logistics (DOL) on establishment and maintenance of ammunition basic loads for contingency plans.

(5) Coordinating with USAR units for ammunition support for training conducted at the installation or Camp Bullis training site.

d. The Directorate of Logistics is responsible for:

(1) Logistical management of established ammunition policies and procedures for supported units and activities.

(2) Allocation of ammunition in critical supply status between units and activities in accordance with priorities established by DPTMSEC

(3) Requisition, storage and/or issue of authorized training ammunition to applicable units/activities in accordance with DPTMSEC policies.

(4) Requisition, storage and/or issue of authorized ammunition basic loads to applicable units/activities in accordance with DPTMSEC policies.

(5) Maintenance of daily transactions and accountable stock record data using the automated Standard Army Ammunition System Level-4 (SAAS-4). SAAS-4 gathers information in a file for instant generation of required reports.

(6) Assurance that firing units receive applicable cautions and warnings prior to firing their training ammunition on ranges supervised by HQ, USAG FSH.

e. Supported units and activities are responsible for:

(1) Initiation of supply action for allocated and nonallocated ammunition

(2) Prompt and accurate reporting of ammunition forecasts malfunctions, incidents and accidents.

(3) Timely and positive reconciliation of ammunition issued, expended or returned within established time frames.

(4) Review and resubmission of ammunition requirements authorized for basic/operational loads, as applicable.

## Section II. Policies

1-5. COMMAND CONTROL. Ammunition control is the responsibility of the unit commander from the time of issue/receipt of ammunition until he is properly relieved from accountability. Ammunition control may entail any or all of the following:

a. Property book/stock record accounting.

b. Records and files maintenance.

c. Proper in-storage maintenance and safeguarding.

- d. Unit standing operating procedures for ammunition.
- e. Prompt and accurate reporting.

1-6. SURVEILLANCE OF AMMUNITION AND EXPLOSIVES

a. Requirement. Surveillance of ammunition is a command responsibility as directed by AR 740-1. General requirements and procedures are published in SB-742-1, and implemented by FORSCOM Reg 700-4.

b. Local surveillance support. Fort Hood, Texas, will provide surveillance support to FSH in accordance with FORSCOM message, 261635Z Feb 85, subject: Ammunition Surveillance Support.

1-7. AMMUNITION INFORMATION NOTICES (AIN). These notices are messages from U.S. Army Armament, Munitions, and Chemical Command (AMCCOM). Some notices restrict or suspend ammunition lots, pending publication in TB 9-1300-385.

a. The ammunition clerk will review all current AIN and post all accountable records with the cautions or warnings for firing units. The ammunition officer ensures that firing units receive the applicable cautions or warnings prior to firing their training ammunition.

b. A message is transmitted each fiscal year by AMCCOM listing all current AIN for review.

c. Changes to TB 9-1300-385. Specific ammunition lot restrictions/suspensions are transmitted by AMCCOM messages, subject: Supplement (number) to TB 9-1300-385. If applicable, a copy of the message will be provided to the unit performing training.

1-8. INSPECTION OF AMMUNITION RESIDUE. Using units will certify on the turn-in document that a 100 percent inspection was performed and that residue being turned in does not contain any live rounds, unfired primers, explosives, or other dangerous materials.

1-9. INSPECTION OF AMMUNITION VEHICLES. All vehicles used to transport ammunition or explosives over public highways must be inspected for compliance with regulations prescribed by transportation regulatory bodies AR 55-355 and TM 9-1300-206. DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Material), will be used for this purpose. Units requesting and/or turning in ammunition and explosives must comply with chapter 5, paragraph 5-21 and 5-22 of this regulation.

1-10. LOSS OR DAMAGE TO AMMUNITION OR EXPLOSIVES THROUGH SIMPLE NEGLIGENCE. A report of survey or AR 15-6 investigation is required for loss or damage of ammunition.

a. An individual will be held pecuniarily liable for loss, damage or destruction of ammunition or explosives for which he has personal responsibility and which occurs as a result of his negligence.

b. Determination of liability and collection will be in accordance with AR 735-5.

c. Pecuniary liability involving loss or damage to ammunition or explosives not assigned to an individual will be determined in accordance with AR 735-5.

1-11. TRANSPORTATION OF CLASS "V" SMALL ARMS AMMUNITION (SAA) IN PRIVATE VEHICLES. TM 9-1300-206 prohibits transporting small arms ammunition in private vehicles. FORSCOM message, AFLG-FMC, 241530Z Jul 85, same as above, authorizes transporting ammunition under the following conditions in private vehicles:

a. Ammunition must be small arms ammunition - 50 caliber and below (no pyrotechnics).

b. Military or commercial transportation is either not available or would cause undue hardship.

c. Use of SAA is for marksmanship program or ROTC only.

d. Appropriate safety and physical security standards apply.



## CHAPTER 2

### FORECASTING AMMUNITION REQUIREMENTS

#### Section I. Basic Instruction

##### AMMUNITION AUTHORIZATION POLICIES.

- a. Basic load ammunition. FORSCOM Regulation 700-3 establishes policies, procedures and allowances.
- b. Other purpose ammunition (OPA). Common Table of Allowances (CTA) 50-909 establishes basis of issue and allowances for ammunition required for purposes other than basic load or training. Requirements for OPA must be identified on forecasts as a separate line entry.

##### TRAINING AMMUNITION MANAGEMENT SYSTEM (TAMS) AUTHORIZATIONS.

- a. AR 5-13 is the basic Army guide for obtaining training ammunition authorization. The TAMS:

- (1) Establishes purpose, scope and goals.
  - (2) Prescribes methods to determine Army training ammunition requirements. Issues of training ammunition are limited to the authorization provided through the TAMS.
  - (3) Prescribes methods for authorizing training ammunition and managing and controlling its use.
  - (4) Applies to the active Army, the ARNG and the USAR
- b. Issues of training ammunition are limited to the authorization provided through the TAMS. Customers of FSH should refer any problem areas to DPTMSEC. DA Pam 350-38 provides a common set of weapons and weapon system qualification standards. The ammunition requirements in the pamphlet are useful in TAMS forecasting.

#### Section II. Forecast Requirements and Responsibilities

##### 2-3. BASIC REQUIREMENTS FORECASTING.

- a. Supply Division, DOL, submits reports for HQ USAG, in accordance with FORSCOM Suppl 1 to AR 700-22. The ammunition clerk prepares the Worldwide Ammunition Reporting System (WARS) Report which includes TAMS requirements/authorization.
- b. Supported units must submit their requirements to the supporting installation on a forecast report in accordance with DA Pam 710-2-1. See table 2-1 of this regulation for assistance in preparing forecasts.

#### UTILIZATION OF FORECASTS

a. Preparing unit/activity will review the current forecast frequently to determine necessary changes to ensure availability of ammunition to support revised mission/training schedules.

b. Senior unit commanders are responsible for the management and control of ammunition. Procedures will be established to ensure that subordinate units do not exceed TAMS authorizations. Two copies of command procedures should be provided to Commander, USAG, Fort Sam Houston, ATTN: AFZG-PTM-TR.

#### REQUIREMENTS IN EXCESS OF TAMS AUTHORIZATIONS

a. Administering headquarters may adjust the ammunition authorizations for their commands to meet the needs of their training programs unless prohibited by MACOM/National Guard Bureau (NGB) policies, provided that:

(1) The change is logistically supportable from SSA ammunition stocks.

(2) Changes are coordinated with the supply support installation.

b. Supplemental requests are one-time requirements that are developed after the approval of annual authorizations, that cannot be supported within existing authorizations, and are mission essential.

c. Requests for approval of supplemental authorizations will be submitted through command channels at least 120 days prior to the required-for-training date.

(1) Information copy of requests must be provided to the supply support installation: Commander, USAG, Fort Sam Houston, ATTN: AFZG-DL-SDPC, Fort Sam Houston, TX 78234-5000.

(2) Requirements which are based upon HQDA-directed tasking must be forwarded to the parent MACOM.

(3) Copies of approved requests must be attached to the request for issue when submitted to the supporting supply installation.

d. Adjustments to forecasted requirements should be submitted as they occur, but major adjustments should be made not less than 60 days before scheduled training. Projected requirements should be reviewed regularly for modification; and if appropriate, supplemental or revised forecasts should be submitted to this headquarters, ATTN: AFZG-PTM-TR.

e. The responsible official of senior unit commands should maintain close contact with the activity at the headquarters administering authorization. Excess authorizations may be reported by telephone.

(1) Fifth U.S. Army - Unit Training Division, DCST, telephone (512) 221-2535/1820, DSN 471-2535.

(2) USAG, Fort Sam Houston - Chief, Active Component/Reserve Component Training Division (AC/RC Tng Div), DPTMSEC, telephone (512) 221-4001, DSN 471-4001.

f. ROTC requests for ammunition/explosives in excess of TAMS allocations must be approved by the U.S. Army Third ROTC Region Commander subject to availability within authorized resources of the supporting installation.

(1) Approved requests will be issued to ROTC units provided that the ammunition is on hand at the supporting installation and the quantity requested is excess to authorized installation requirements for the 90-day period following required date.

(2) Transportation of ammunition issued on approved excess allocation to ROTC will be at no cost to the government. The educational institution is responsible for transportation arrangements and costs.

### Section III. Preparation and Submission of Forecasts.

#### 2-6. FORECAST FORM.

a. DA Form 5514-R, TAMIS Training Ammunition Forecast Report. Sample form and instructions are provided in DA Pam 710-2-1.

b. Current month's requirements. Forecasted quantities cannot be changed. Approved emergency requirements may be issued without a forecast if items are available.

c. Unauthorized requirements. Ammunition not referenced in Section I, above, cannot be approved for issue at installation level, and will not be forecast until authorized/allocated by the parent MACOM.

d. Authorized/allocated but not forecast. Issue request may be submitted to this headquarters, ATTN: AFZG-PIM-TR. Due to stockage limitations and TAMS procedures, there is no assurance that requests for issue can be honored.

e. Submission. Forecast changes should be submitted at least two months prior to the "Required Issue/Use Date."

## 2-7. VALIDATION OF FORECASTS

a. Senior unit commanders. Consolidated forecasts will be verified and validated by the responsible official or his designated representative prior to submission to this headquarters.

b. Verification of requirements. Review of forecasts should ensure that:

TAMS authorizations are not exceeded.

OPA requirements are valid and identified

c. Submission and approval of forecasts. Three copies of each forecast are required for AC/RC Tng Div review and approval.

d. Distribution of approved forecasts. AC/RC Tng Div will forward a copy to the ammunition clerk for logistical actions and for use in preparing the WARS Report.

## 2-8. ACTIVE ARMY (AA) FORECAST SUBMISSIONS

a. Forecasts are due at this headquarters, ATTN: AFZG-PTM-TR, by the 15th of each month.

b. Forecasts will cover a 12-month period, but will not include the month the report is prepared.

(1) September forecast. The full 12-month forecast (October - September) must agree with the new FY TAMS authorizations.

(2) Subsequent monthly forecasts. For the 12-month period, forecasts for those months not covered by current FY TAMS authorizations shall be based upon valid predictable requirements.

## 2-9. USAR/ROTC FORECAST SUBMISSIONS

a. Forecasts are due at this headquarters, ATTN: AFZG-PTM-TR, semiannually, not later than the first workday of September and March. Semiannual forecasts, including annual training (AT) and inactive duty training (IDT), will cover the next 12-month period.

(1) September forecast. The full 12-month forecast (October-September) must agree with the new FY TAMS authorizations.

(2) March forecast. The forecasts for the first six months (April-September) must agree with the unused FY TAMS authorizations. The next six-month (October-March) forecast shall be based upon valid, predictable requirements.

b. USAR unit forecasts will be submitted to the responsible Major U. S. Army Reserve Command (MUSARC) for consolidated forecast submission. The consolidated training forecast will then be forwarded to this headquarters, ATTN: AFZG-PTM-TR.

c. ROTC forecasts will be submitted by the Professor of Military Science (PMS) or Senior Army Instructor (SAI) directly to this headquarters, ATTN: AFZG-PTM-TR.

#### 2-10. ARMY NATIONAL GUARD FORECAST SUBMISSIONS.

a. Consolidated Texas ARNG forecasts are submitted to this headquarters, DPTMSEC, ATTN: AFZG-PTM-TR, not later than the 15th of each month. Forecasts (including AT) will cover the next 12-month period.

b. Monthly reports are required to ensure support to those using units whose requirements are subject to frequent change.

2-11. NEGATIVE FORECASTS. Ammunition is a controlled and allocated item critical to a unit's training mission. Negative forecasts are required by this headquarters for accurate reporting and maintenance of adequate stockage. Negative forecasts will be submitted on DA Form 5514 with the entry NEGATIVE REPORT written in large block letters in the "Type of Report" block.

Table 2-1

## AMMUNITION DODACS COMMON TO FSH CUSTOMERS

DODAC	DESCRIPTION
#1305-A011	Ctg, 12 Gauge, 00 Buckshot
#1305-A071	Ctg, 5.56mm, Ball
#1305-A080	Ctg, 5.56mm, Blank
#1305-A086	Ctg, Cal .22, Ball LR
#1305-A091	Ctg, Cal .22, Match Grade LR
#1305-A093	Ctg, Cal .22, Pistol
#1305-A111	Ctg, 7.62mm, Blank, Linked, mg
#1305-A112	Ctg, 7.62mm, Blank
#1305-A130	Ctg, 7.62mm, Ball, Clip
#1305-A136	Ctg, 7.62mm, Match Grade
#1305-A143	Ctg, 7.62mm, Ball, Linked, mg
#1305-A400	Ctg, Cal .38, Spl Ball
#1305-A404	Ctg, Cal .38, Wad Cutter
#1305-A475	Ctg, Cal .45, Ball
#1305-A482	Ctg, Cal .45, Wad Cutter
#1305-A483	Ctg, Cal .45, Match Grade
1305-A598	Ctg, Cal .50, MIEI
#1310-B519	Ctg, 40mm, Practice, M781
1310-B546	Ctg, 40mm, HEDP w/fuze
1310-C025	Ctg, 75mm, Blank
1310-G878	Fuze, Gren, Practice
1330-G900	Gren, Hand, TH3, Incendiary
1330-G924	Gren, Hand, CS1, Riot Control
#1330-G930	Gren, Hand, Smk, HC
#1330-G940	Gren, Hand, Smk, Green
#1330-G945	Gren, Hand, Smk, Yellow
#1330-G950	Gren, Hand, Smk, Red
#1330-G955	Gren, Hand, Smk, Violet
#1330-G963	Gren, Hand, CS, Can-type
1365-K765	Riot Control Agent, CS, Capsule
1365-K865	Pot, Smk, HC
1370-L306	Sig, Illum, Cluster, Red Star
1370-L307	Sig, Illum, Cluster, White Star
1370-L311	Sig, Illum, Prcht, Red Star
1370-L312	Sig, Illum, Prcht, White Star
1370-L314	Sig, Illum, Cluster, Green Star
1370-L495	Flare, Surface, Trip
1370-L508	Fusee, Warning, RR, Red
1370-L594	Simulator, Proj, Gnd Burst
1370-L596	Simulator, Arty Flash

## DODAC

## DESCRIPTION

1370-L598	Simulator, Booby Trap, Flash
1370-L599	Simulator, Booby Trap, Illum
#1370-L600	Simulator, Booby Trap, Whistling
#1370-L601	Simulator, Hand Gren
1375-M023	Chg, Dml Block, C-4, 1 1/4 lb
1375-M030	Chg, Dml Block, TNT, 1/4 lb
1375-M130	Cap, Blasting, Elec, Spl J-2
1375-M131	Cap, Blasting, non-elec, J-1
1375-M456	Cord, Detonating
1375-M670	Fuse, Blasting, Time
1375-M766	Igniter, Time Blasting Fuse

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#TAMS AMMUNITION

## CHAPTER 3

### REQUEST FOR ISSUE OF AMMUNITION

#### Section I. Administrative Guidance

3-1. **ISSUE REQUEST DOCUMENT.** DA Form 581, Request for Issue and Turn-In of Ammunition, is the only form authorized for use by customers to request issue of all types of ammunition, including dummy and inert ammunition or components used for exhibits or as training aids.

#### AUTHORITY TO REQUEST ISSUE AND RECEIPT FOR AMMUNITION

a. Authority to request and receipt for ammunition is determined by the following documents which must be on file at the supporting activity before ammunition requests will be honored.

(1) A copy of assumption of command orders, property book officer (PBO) appointment memorandum, or the memorandum that designated the person as the responsible officer.

(2) DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies. Only persons in the rank equivalent of sergeant and above are authorized to sign for category I and II ammunition.

b. The above documents must be submitted not later than 15 calendar days after effective date of appointment. The documents should be handcarried or mailed to Commander, USAG, Fort Sam Houston, ATTN: AFZG-DL-SDPC (Ammunition Acct), Fort Sam Houston, TX 78234-5000.

c. It is the responsible/accountable officer's responsibility that command orders and DA Form 1687 are kept updated.

#### AMMUNITION SUPPLY POINT (ASP).

a. The ammunition supply point for this installation has been relocated to Camp Stanley Storage Activity. Camp Stanley is located off I-10, four miles west of the Camp Bullis exit.

b. Vehicle inspections will now be performed upon arrival at Camp Stanley in accordance with Camp Stanley SOP No. CSSA-0000-T-301. Approved vehicles will be released to Security personnel for escort to the storage area.

#### 3-4. AMMUNITION SUPPLY POINT BUSINESS HOURS.

a. The ASP is open for business from 0900 to 1430, Monday through Friday. The following conditions apply:



(1) Routine issues or turn-ins which cannot be completed by 1500 each workday will not be processed until the next duty day. Appointments must be made through Storage Branch, DOL, 221-4852/4097.

(2) Emergency or special issues must have prior coordination with and approval of the SSA accountable property officer or designated alternate.

b. Customers or organizations with emergency ammunition requirements during nonduty hours should contact the FSH duty officer by telephone: (512) 221-2810/8520, DSN 471-2810/8520. The staff duty officer (SDO) will contact the appropriate "on call" representatives.

c. Customer assistance on ammunition supply problems is available by contacting the ammunition clerk in bldg 4197, 221-4190.

3-5. ISSUE CONSTRAINTS. During the periods specified below, all issue requests must be processed as emergency or special issues.

a. Data to complete the WARS Report must be collected, consolidated and reported on a monthly and quarterly basis. Issues will not be made during the last five days of each month while preparing this report.

b. A complete inventory of ammunition assets is conducted on a quarterly basis. Unless otherwise announced, inventories are conducted during the first five workdays of January, April, July and October each year. Only priority designators 01-03 will be processed during an inventory.

## Section II. Ammunition Issue Procedures

### 3-6. PREPARATION OF DA FORM 581 AS A REQUEST FOR ISSUE

a. DA Form 581 will be addressed to Commander, USAG, Fort Sam Houston, ATTN: AFZG-DL-SDPC (Ammunition Acct), Fort Sam Houston, TX 78234-5000.

(1) Active Army units will deliver requests for issue to AC/RC Tng Div, DPTMSEC, bldg 1492.

(2) Reserve component units should deliver or forward requests for issue by FIRST CLASS mail to Commander, USAG, Fort Sam Houston, ATTN: AFZG-PTM-TR, Fort Sam Houston, TX 78234-5000.

b. All entries on the DA Form 581 must be typed. Preparation instructions are provided in DA Pam 710-2-1.

c. Requested quantities should be rounded up to the nearest unit pack, not to exceed the unit's forecast. (See table 3-1)

d. The request must be prepared in an original and five copies. The unit retains one copy. The original and four copies are required at this headquarters, ATTN: AFZG-PTM-TR, to arrive not later than:

(1) For unit pick-up: Seven working days prior to the required date entered in block 28 of the form.

(2) For shipment to unit: 30 calendar days prior to the required delivery date entered in block 28 of the form.

e. Separate requests must be submitted for each of the following:

(1) Basic load requirements or changes. Issues must be posted to the unit property book.

(2) Operational load requirements or changes. Issues must be posted to the unit property book.

(3) Training issues. Receipt (organization) copy is marked by unit: "NOT POSTED TO PROPERTY BOOK."

(4) Special (authorized) requirements.

f. There is no authorized continuation sheet. Whenever the number of desired items exceed the space available on DA Form 581, the customer will prepare a new form for the remaining items and assign a new document number

g. Required date of training is a mandatory entry.

h. Completion date of training is a mandatory entry.

i. Processing of DA Form 581 requires five workdays after receipt of approved DA Form 581 by SSA. Customer will telephone Storage Branch, DOL, bldg 4189, 221-4852/4097, to set up an appointment to pick up ammunition.

3-7. PROCESSING REQUESTS FOR AMMUNITION ISSUE. Standard Army Ammunition System (SAAS) procedures are published in DA Pam 710-2-2.

a. Customers will forward DA Form 581 to AC/RC Tng Div for approval to issue. The form is reviewed and edited for proper authorization and authentication.

(1) Disapproved requests are returned to the customer for necessary corrective action.

(2) On approved requests, AC/RC Tng Div keeps a suspense copy and forwards the original and three copies to SSA ammunition clerk, Supply Division, DOL.

b. Supply Division processes DA Form 581 under SAAS-4 procedures.

(1) DA Form 581 is given final review by SSA ammunition clerk. Requests are checked for AC/RC Tng Div approval, forecast, and availability of items. The ammunition clerk notifies customers of availability of requested quantities.

(2) Information input into SAAS-4 will generate an Ammunition Stores Slip which is used by the ASP to issue the ammunition requested.

(3) DA Form 581 and Ammunition Stores Slip (two copies) will be to munitions handler, ASP, Camp Stanley Storage Activity.

(4) The munitions handler will verify DA Form 1687 against the individual's ID card. Munitions handler will then issue ammunition, complete DA Form 581 and stores slip, retain original for SSA, and give a copy to customer.

(5) The munitions handler will return original DA Form 581 and a copy of stores slip to SSA ammunition clerk.

c. Upon receipt of completed DA Form 581 and stores slip from munitions handler, SSA ammunition clerk will:

(1) Review for changes and adjust records as applicable.

(2) Post issue to SAAS-4 Post-Issue function.

(3) Discard suspense copy of DA Form 581.

(4) Photocopy original DA Form 581 with signatures for AC/RC Tng DPTMSEC.

(5) File original DA Form 581 in customer's issue file

3-8. CANCELLATION OF REQUESTS FOR ISSUE. Telephone notification to AC/RC Tng Div is not considered a valid cancellation until it is verified in writing, including document number and reason for cancellation. Correspondence should be addressed to this headquarters, ATTN: AFZG-PTM-TR. AC/RC Tng Div will provide cancellation notice to the SSA for cancellation action.

3-9. AMMUNITION RECONCILIATION. Using units must promptly turn in unused training ammunition, collected ammunition residue, and ammunition reconciliation reports after completion of the training for which the ammunition was issued. Refer to chapter 4, Disposition of Excess Ammunition and Residue.

3-10. REQUIRED STATEMENTS FOR ALL TYPES OF AMMUNITION ISSUES. Authorization/instruction statements required by DA Pam 710-2-1 must be entered in block 28 of DA Form 581. A statement indicating initial or replacement issue is also required for basic and operational loads.

Table 3-1

## AMMUNITION PACKAGE DATA

<u>DODAC</u>	<u>NOMENCLATURE</u>	<u>UNIT</u> <u>PACK</u>	<u>RDS</u> <u>BX</u>	<u>WT</u> <u>BX</u>	<u>BX</u> <u>PT</u>	<u>WT</u> <u>PLT (ST)</u>
1305-A011	Ctg 12 gage shotgun	25	250	48	49	1972(1.0)
A068	Ctg 5.56mm Tracer	820	1640	70	48	3440(1.7)
A071	Ctg 5.56mm Ball	840	1680	69	48	3392(1.8)
A080	Ctg 5.56mm Blk	1140	2280	54	48	2836(1.4)
A086	Ctg Cal .22 Ball	50	5000	55		
A091	Ctg Cal .22 Ball	50	5000	60		
A111	Ctg 7.62mm Blk	200	800	64	48	3152(1.5)
A131	Ctg 7.62mm Ball/Trac LKD	200	800	75	48	3680
A143	Ctg 7.62mm Ball	200	800	74	48	3630
A146	Ctg 7.62mm Ball	200	800	75	48	3680
A165	Ctg 7.62mm Ball/Trac LKD	750	1500	122	42	3008(0.8)
A360	Ctg 9mm Ball	64	3840	115	24	2860(1.4)
A400	Ctg Cal .38 Ball	50	2400	92	36	3412(1.7)
A404	Ctg Cal .38 Ball	50	2000	71	27	1909(1.6)
A475	Ctg Cal .45 Ball	50	2000	113	36	4148(0.9)
A557	Ctg Cal .50 Ball/Trac	100	200	75	48	3700(1.8)
A598	Ctg Cal .50 Blank	100	200	77	48	3776(1.9)
1310-B504	Ctg 40mm Green Star	1	44	46	48	2296(1.1)
B505	Ctg 40mm Red Star	1	44	46	48	2296(1.1)
B508	Ctg 40mm GS	1	44	46	48	2296(1.1)
B509	Ctg 40mm YS	1	44	46	48	2296(1.1)
B519	Ctg 40mm Prac	1	75	53	18	1041(0.5)
B535	Ctg 40mm White Star	1	44	46	48	2296(1.1)
B546	Ctg 40mm HEDP	6	72	53	27	1518(0.7)
1315-C025	Ctg 75mm Blank	1	15	74	18	1412(0.7)
1330-G810	Gren Body Prac	1	50			
G811	Gren Body Prac	1	50			
G839	Ctg RFL Gren 7.62	20	580	60		
G878	Fuze HD Gren	1	360	60		
G881	Gren Frag M67	1	30	51	32	1780(0.9)
G900	Gren SMK Incid	1	16	47		
G930	Gren SMK HC	1	16	41		
G924	Gren CS-1	1	50	50		
G940	Gren SMK Green	1	16	34		
G945	Gren SMK Yellow	1	16	34		

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<u>DODAC</u>	<u>NOMENCLATURE</u>	<u>UNIT</u> <u>PACK</u>	<u>RDS</u> <u>BX</u>	<u>WT</u> <u>BOX</u>	<u>BX</u> <u>PT</u>	<u>WT</u> <u>PLT (ST)</u>
G950	Gren SMK Red	1	16	34		
G955	Gren SMK Violet	1	16	34		
G963	Gren GS	1	16	30		
1365-K765	RCA CS Capsule	1	2500	37		
K768	RCA CS-1 BTL	1	5	45	8	751(0.3)
K866	SMK Pot HC	1	1	47	32	1575(0.8)
K867	SMK Pot Float	1	1	37	27	1376(0.7)
1370-L305	Sig Ill GS	1	36	55		
L306	Sig Ill RSC	1	36	55		
L307	Sig Ill WSC	1	36	55		
L311	Sig Ill RSP	1	36	55		
L312	Sig ILL WSP	1	36	55		
L314	Sig Ill GSC	1	36	55		
L367	Sim ATWESS	1	150	36	10	
L495	Flare Surf Trip	1	32	90		
L592	TOW Blast Sim	1	500	55		
L594	Sim Proj Gd	1	100	67	5	
L595	Sim Proj Air Bst	1	1	70		
L596	Sim FL ART	1	30	54		
L598	Sim Booby Trap	1	150	47	5	
L599	Sim Booby Trap	1	150	47	5	
L600	Sim Booby Trap	1	150	47	5	
L601	Sim HD Gren	1	150	74	5	
1375-M103	Firing Device	1	56	43		
M023	Chg DEMO C-4	1	30	47	36	1792(0.9)
M024	Chg DEMO M118	1	20	52	40	2180
M028	Bangalore Torp	1	1	176	12	2110(1.0)
M030	Chg TNT 1/4 lb	1	192	84	24	2081(1.0)
M031	Chg TNT 1/2 lb	1	96	72	24	1808(0.9)
M032	Chg TNT 1 lb	1	50	72	24	1280(0.6)
M034	Chg TNT 8 lb	1	8	84	24	2096(1.0)
M038	Chg DEMO C-4	1	24	80	18	1520(0.8)
M039	Chg 40 lb Shape	1	1	52	30	1640(0.8)
M130	CAP Blast Elec	6	500	77		
M131	CAP Blast Non-El	10	5000	82		
M456	Cord Detonating(ft)	10	3000	77		
M591	Dynamite Mil	1	100	70		
M598	CTYPTO Dest	1	1	55		
M616	FIR DEV MI	1	450	72		
M626	FIR DEV MI	1	150	48		
M627	FIR DEV DEMO	1	200	52		

<u>DODAC</u>	<u>NOMENCLATURE</u>	<u>UNIT</u> <u>PACK</u>	<u>RDS</u> <u>BX</u>	<u>WT</u> <u>BX</u>	<u>BX</u> <u>PT</u>	<u>WT</u> <u>PLT (ST)</u>
M629	FIR DEV M3	1	150	44		
M631	FIR DEV M1	1	4	2		
M670	Fuse Time(ft)	50	4000	94		
M757	Chg DEMO M183	1	2	57		
M766	Igniter M2	1		57		

## GENERAL INSTRUCTIONS FOR USE OF AMMUNITION PACKAGING DATA

1. When ordering less than unit pack, as may be required at times, order quantities to the nearest 20 rounds.
2. Order to closest quantity of inner packaging or multiple of it. This saves unnecessary unpacking of items and speeds up issues.

## CHAPTER 4

### DISPOSITION OF EXCESS AMMUNITION AND RESIDUE

#### Section I. Introduction

4-1. ADMINISTRATIVE GUIDANCE. Questions concerning the physical turn-in of ammunition may be referred to the ammunition clerk during normal duty hours, 0715 - 1600, Monday - Friday, bldg 4197, 221-4190.

#### AMMUNITION TURN-IN POINT.

a. Serviceable/unserviceable ammunition and explosives will be turned in to munitions handler at the Camp Stanley ASP from 0800 to 1130 and 1300 to 1430. Turn-ins which cannot be completed by 1500 will be deferred to the next duty day.

b. Ammunition residue (brass, packing crates, etc) will be turned in to the supply turn-in point, door 1, bldg 4189. Residue will be accepted from 0730 to 1530, Monday - Wednesday. Units with excessive quantities should coordinate with Chief, Storage Branch.

c. Emergency turn-ins must have prior coordination with and approval of the ammunition officer or designated alternate, 221-4206.

d. Ammunition turn-ins are suspended during quarterly ammunition inventories.

e. Customers or organizations having a requirement to make a turn-in during nonduty hours should contact the FSH SDO by telephone: (512) 221-2810/0520, DSN 471-2810/0520. The SDO will contact the appropriate "on call" representatives.

#### Section II. Turn-in Standards and Responsibilities

##### STANDARDS ON TURN-INS

a. DA/MACOM directives establish command responsibilities. Among them is the requirement that the quantity of ammunition expended plus unfired rounds returned must equal the total amount issued.

(1) All range officers/NCOs should be aware of the importance of improved management of training ammunition assets. Use of minimum ammunition necessary to accomplish training objectives should be stressed.

(2) Responsible officers are required to write a statement on turn-in documents affirming ammunition accountability.

(3) Accountability for fired cartridge cases will be based upon conversion factors in DA Pam 710-2-1, appendix M.

b. The using unit is required to complete turn-in reconciliation action within time frames below following estimated date for completion of training.

ACTIVE ARMY (SAN ANTONIO AREA)	5 WORKDAYS
ACTIVE ARMY (OUTSIDE SAN ANTONIO AREA)	15 CALENDAR DAYS
USAR/ARNG (SAN ANTONIO AREA)	10 CALENDAR DAYS
USAR/ARNG (OUTSIDE SAN ANTONIO AREA)	15 CALENDAR DAYS
ROTC	ASAP BUT NO LATER THAN END OF FISCAL YEAR

c. Return all unused ammunition in its original containers. Unused ammunition is normally classified as serviceable. DPTMSEC will credit the unit's account.

d. Return all unserviceable rounds due to misfires or if directed by the National Inventory Control Point (NICP).

e. A list of recoverable items to be returned, such as brass, metal cans and containers, is provided at table 4-1.

#### ROTC AMMUNITION RECONCILIATION.

a. Completed, positive reconciliation of all issues is required not later than the end of each school year. Interim turn-ins during the year are encouraged to prevent accounting error and reduce backlog action.

b. Extensions beyond the end of the school year must be requested in writing, justified and submitted through Commander, Third ROTC Region, to Commander, USAG, Fort Sam Houston, ATTN: AFZG-DL-SDPC. Correspondence should be initiated prior to 1 May each year.

#### LOSS OF IDENTITY (AMMUNITION).

a. To reduce the quantity of unserviceable ammunition which accumulates through "loss of identity," customers are required to establish field operating procedures which will control and reduce most of the causes for loss of identity.

b. Each type of ammunition is identified by Department of Defense Ammunition Code (DODAC), by national stock number (NSN) within DODAC and by lot number for each NSN. A NSN is assigned to a specific unit pack for each type (caliber) of ammunition. Also, configuration may be a factor, e.g., belted versus loose rounds. When the basic pack/configuration is broken, loose rounds cannot be identified as to DODAC, NSN or lot number. It



therefore becomes unserviceable and uneconomically reparable due to loss of identity. Broken packs and loose rounds are subject to rapid deterioration, are difficult to inventory, and can be easily pilfered.

c. Only quantity of rounds needed for each phase of firing should be removed from the standard pack, and the containers will be saved for packing the excess for turn-in.

d. Lot number identity must be maintained at all times. Sometimes two or more lot numbers of the same type of ammunition are issued.

e. Live ammunition that has been removed from basic containers by using units for training must be repacked in original containers, by lot number, prior to turn-in at ammunition point.

f. Commanders are responsible for all rounds of ammunition from time of issue until properly turned in and reconciled.

#### LOSS OR DAMAGE TO AMMUNITION OR EXPLOSIVES.

a. Loss, theft or unlawful disposition. Provisions of AR 190-11 apply.

b. Simple negligence (Army policy). See paragraph 1-10 of chapter 1 of this publication.

c. Lost or damaged ammunition or explosives must be accounted for on DA Form 5811-R in accordance with DA Pam 710-2-1.

(1) DA Form 5811-R must explain circumstances of loss or damage in block 6, Part I. Part II indicates necessary actions or adjustments being initiated by the commander.

(2) Adjustment action must be initiated within five workdays after determination of loss or damage. A copy of adjustment documentation must be provided to accountable property officer, W45NQJ.

#### TURN-IN ACTIONS. The ammunition clerk will:

a. Review, edit, and process DA Form 581 upon completion of turn-in in accordance with SAAS, Stock Control Procedures, DA Pam 710-2-2.

b. Notify using units promptly whenever turn-in shortages or deviations are determined.

c. Maintain a suspense file and initiate appropriate follow-up action whenever using units are delinquent on required turn-in/reconciliation transactions. Commanders are to be advised, in writing, of the deficiency

### Section III. Ammunition Turn-in Procedures

#### 4-8. PROCESSING REQUESTS FOR TURN-IN.

a. Standard Army Ammunition System Level 4 activities are required to accept customer turn-ins of ammunition "as is," and, if necessary, without complete initial documentation. Customers are required to provide all proper documentation before final processing of the turn-in.

b. DA Form 581 is the only form authorized for ammunition turn-ins. Separate DA Forms 581 are required for each type of turn-in. Routine entries are provided in DA Pam 710-2-1.

c. Storage inspectors at the Ammunition Receiving/Turn-in Point will make entries on DA Form 581 to show what items and quantities the using unit actually turned in. The original is returned to the ammunition clerk, and a copy is furnished to the unit representative.

d. When the DA Form 581 is completed, the ammunition clerk compares it to the issue copy of DA Form 581 for discrepancies. Original DA Form 581 and supporting documents are filed in document number sequence.

4-9. SERVICEABLE AMMUNITION. Instructions for preparing DA Form 581, dated Aug 89, are provided in DA Pam 710-2-1. Ensure that issue document number is referenced on document. Lot numbers are a mandatory entry.

4-10. UNSERVICEABLE AMMUNITION. Instructions for preparing DA Form 581 are provided in DA Pam 710-2-1. Lot numbers are a mandatory entry. Only small quantities of ammunition should become unserviceable during training use; one percent or less of total issued. For larger quantities, DA Form 2415, Ammunition Condition Report, must be prepared.

#### 4-11. AMMUNITION RESIDUE.

a. Units will collect all fired cartridge cases, metal cans, packing materials, and other residue for disposition. Items will be segregated in containers by type of materiel (e.g., by cartridge caliber, by type of metal (brass or steel)) and by type of container (when empty). Containers used for residue will not be listed on the turn-in documents.

b. Ammunition residue will be inspected prior to turn-in. Units will certify on the turn-in document that a 100 percent inspection was performed and that residue being turned in does not contain any live rounds, unfired primers, explosives, or other dangerous materials. Table 4-1 identifies recoverable ammunition residue.

c. Instructions for preparing DA Form 581 used for turn-in of ammunition residue are provided in DA Pam 710-2-1.

(1) Personnel making turn-ins of fired cartridge cases must stand by for the screening process required by DA/MACOM directives.

(2) Actual weight of fired cartridges is determined on the calibrated scales at the turn-in point. Conversion of weight to rounds is accomplished by use of factors listed at DA Pam 710-2-1, appendix M.

#### 4-12. SUSPENDED OR RESTRICTED MUNITIONS.

a. TB 9-1300-385 Series provides cumulative listings of munitions either suspended from use, or restricted as to operational use. AMCCOM transmits interim messages to the field until formal update of the TB is published.

b. The ammunition clerk:

(1) Notifies using units whenever any ammunition issued to them becomes graded as restricted or suspended. AC/RC Tng Div and munitions handler will be provided a copy of each AMCCOM message.

(2) Posts suspension or restriction data to the active stock record files; e.g., SAAS lot locator records.

c. After-duty-hour notification. Whenever incoming messages apply to suspended/restricted munitions:

(1) The staff duty officer at USAG, Fort Sam Houston will contact the "on-call" representative of Supply Division, DOL, regarding message contents.

(2) The notified representative will accomplish the above duties of the ammunition clerk.

d. Using units. Upon receipt of suspension or restriction notices, use of the involved munitions will be discontinued.

(1) Immediate turn-in of unused quantities of the suspended munitions is mandatory after notification. Instructions for preparing DA Form 581 are provided in DA Pam 710-2-1.

(2) Replacement issue, if required, may be requested and received at the same time that a turn-in is processed.

e. TAMIS reporting. The ammunition clerk will post the credit through SAAS-4

4-13. EXPENDED AMMUNITION. DA Form 5692-R and DA Form 5811-R, if applicable, will be required from using units/customers for:

- a. Expended ammunition that does not have any recoverable residue; e.g., explosives, grenades, flares, etc.
- b. Any deviation between issued rounds versus serviceable or unserviceable turn-ins.
- c. Deviation between those fired cartridge cases returned versus the number of rounds fired/expended.

#### 4-14. AMNESTY PROGRAM.

- a. Commanders will establish procedures and controls for ammunition "found on installation" to be turned in under an ammunition amnesty program.
- b. Controls should be established that will not prevent activities from freely turning in found ammunition.
- c. Quarterly briefings should be held by commanders informing individuals of the hazards associated with loose ammunition and the importance of proper security and accountability of ammunition.
- d. Ammunition turned in under the amnesty program will be identified on a DA Form 581 by nomenclature and NSN, if available, and signed by the unit commander/property book officer. A unit document number will not be assigned. DA Form 581 will be handcarried to the Camp Stanley ASP for turn-in.
- e. The ammunition amnesty program is not a substitute for normal turn-in procedures, and will not be used to circumvent standard supply procedures. Units discovering ammunition on hand after having reconciled are required to make an amended turn-in. The following procedures apply for amended turn-ins:
  - (1) When units find they still have ammunition on hand due to error or oversight, an amended turn-in will be made. Prepare a new DA Form 581; annotate in block 28 the original issue document number, if known; and state "This is an amended turn-in document."
  - (2) Individuals will not be subjected to investigations or adverse actions as a result of implementing amended turn-in procedures. Once documents have been prepared, this ammunition will be scheduled for turn-in. It will be maintained under the security and control of the unit command at authorized locations until it can be returned under amended turn-in procedures in the same manner as for standard turn-ins.

Table 4-1

## AMMUNITION RESIDUE

## 1. RECOVERABLE AMMUNITION RESIDUE.

ISSUE ITEM	RECOVERABLE ITEM	NSN	
S/Arms Ammo	BOX, Metal M2A1 (lg)	8140-00-960-1699	EA
S/Arms Ammo	BOX, Metal, M19A1 (sm)	8140-00-828-2938	EA
Ctg, Shotgun	BRASS, Shotgun	1305-NSN	LB
Ctg, 5.56MM (bl/blk)	BRASS, 5.56MM	1305-NSN	LB
Ctg, Cal .22 (lg/short)	BRASS, Cal .22 (indicate)	1305-NSN	LB
Ctg 7.62MM (bl/blk)	BRASS, 7.62MM	1305-NSN	LB
Ctg, Cal .38	BRASS, Cal .38	1305-NSN	LB
Ctg, Cal .45	BRASS, Cal .45	1305-NSN	LB

NOTE: Brass over 30MM is turned-in as EACH, not by pound (lb).

Ctg, 40MM (HE/Practice)	BRASS, 40MM	1310-NSN
Ctg, 75MM (blk)	BRASS, 75MM (only brass casings are to be returned. Pack in original containers for return.)	1315-NSN

2. AUTOMATIC RETURN ITEMS (ARI). The ammunition clerk will prepare shipping documents for depot return of ARI when sufficient quantities are generated for economical shipment.

3. FIRED AMMUNITION CASINGS. The ammunition clerk prepares the Disposal Turn-in Document (DTID) in accordance with procedures established in FSH Reg 755-2. This action is initiated whenever accumulated quantities of fired casing indicate that transfer of accountability to DRMO is warranted. The ammunition clerk coordinates with DRMO and Chief, Storage Activity on transfer of fired casing.

4. DISPOSITION OF OTHER AMMUNITION RESIDUE. Items not listed to be returned are authorized for turn-in to DRMO in accordance with procedures established in FSH Reg 755-2.

## CHAPTER 5

### AMMUNITION CONTROL

#### Section I. General Requirements

5-1. POLICY. It is Department of the Army (DA) policy that the commander having direct responsibility for any missing or damaged property will initiate a report of survey or AR 15-6 investigation.

5-2. STANDING OPERATING PROCEDURES (SOP). Commands and using units should establish procedures to preclude loss, theft, or unauthorized use of ammunition and explosives. As a minimum, a using unit SOP should include procedures for:

- a. Issue and turn-in.
- b. Property book and records accountability.
- c. Issue of training ammunition to users on hand receipt, DA Form 5515-R, Training Ammunition Control Document.

#### Section II. Ammunition Basic/Operational Loads

##### 5-3. REQUIREMENTS.

a. AR 710-2 establishes that the ammunition authorized by CTA 50-909, except expendable operational and training munitions, and on-hand or on-request ammunition basic loads will be accounted for on property books.

b. Basic load munitions are those MACOM-designated quantities of ammunition maintained for a unit to sustain its operations in combat. The load must be capable of being moved into combat using organic transportation. Ammunition basic loads are stored by the SSA.

c. Operational load munitions are those quantities of munitions maintained by a unit or organization that performs guard, ceremonial, state security, civilian training and police missions.

5-4. UNIT STORAGE OF BASIC LOAD. Basic load ammunition will not be stored by units assigned to, or supported by HQ, USAG, FSH. If unit storage should be directed by FORSCOM, procedures noted below will apply. Basic requirements and responsibilities are:

a. The unit commander becomes accountable/responsible when the basic load is issued.

b. The unit storage facility must meet criteria prescribed in current pertinent safety and security directives, or have valid waivers covering deficiencies.

c. The unit administrative file must contain a copy of the current, appropriate inspections and clearance documents issued by the installation provost marshal and/or safety activity.

5-5. BASIC LOAD STORED BY INSTALLATION/AMC SUPPLY SOURCE. Basic load ammunition over .60 caliber and missile items will not be stored or maintained at installation level without prior written approval of HQ FORSCOM. See FORSCOM Reg 700-3, Ammunition Basic Load.

5-6. UNIT ACCOUNTABILITY/RESPONSIBILITY. Upon receipt of approved ammunition basic load lists, the unit prepares five copies of DA Form 581. All approved items are listed.

a. One clear copy of the DA Form 581 will be sent to the ammunition clerk in bldg 4197. If mailed, address ATTN: AFZG-DL-SDPC. This copy is used for installation follow-up supply action. Units will be notified if any further action is required.

b. Four copies of the DA Form 581 are retained and filed in the unit's alert suspense file. If deployment orders are received, this stand-by issue request (DA Form 581) is promptly removed from the file and submitted for ASP supply action in accordance with FORSCOM Reg 700-3.

5-7. MISCELLANEOUS INSTRUCTIONS. Ammunition basic loads, other than those associated with FORSCOM Reg 700-3, will be processed as provided in each unit's contingency plan's stated requirements.

#### 5-8. UNIT STORAGE AND SECURITY OF OPERATIONAL LOAD

a. CTA 50-909 and AR 710-2 authorize the storage of operational load ammunition within unit areas. Items will be secured in a suitable class 5 or 6 storage container in accordance with AR 190-11.

b. DA Form 4604-R, Security Construction Statement, must be on file at unit level describing the structure composition. Security construction statements will be reviewed during physical security inspections.

c. Lock-and-key control will be adhered to in accordance with AR 190-11. Locks and keys will be inventoried semiannually, and inventory records will be maintained in unit files for a minimum of one year.

d. The following information will be provided to Supply Division, ATTN: AFZG-DL-SDPC (ammunition clerk), concerning the storage of the unit's operational load:

Type of DODIC, NSN (if known) and nomenclature.

Quantity that can be stored.

(3) Compatibility of ammunition stored in accordance with TM 9-100-206.

5-9. UNIT ACCOUNTABILITY/RESPONSIBILITY. Ammunition will be requested on a DA Form 581, which will be annotated "Operational Load Ammunition" with five copies provided.

a. One copy will be kept in unit's suspense file, and all other copies will be forwarded to AC/RC Tng Div for approval.

b. Processing of the DA Form 581 requires five workdays after receipt of approved DA Form 581 by SSA. Customer will telephone munitions handler, bldg 4189, 221-4852/4097, to set up appointment to pick up ammunition. The DPTMSEC must approve an emergency issue for pick-up the same day of the request.

c. After operational load is on-hand at the unit, ammunition will be hand-receipted to individuals in accordance with AR 710-2.

### Section III. Accounting for Ammunition

5-10. DOCUMENT REGISTER FOR SUPPLY ACTIONS.

a. Basic requirements. Customer instructions are published in DA Pam 710-2-1. The minimum requirement is one register for property book and nonexpendable (N) items, and a separate register for expendable/durable (X/D) items.

b. Ammunition document numbers

(1) For basic/operational load requirements, a serial number will be assigned from the nonexpendable register.

(2) For training ammunition requirements, assign serial numbers from the expendable/durable register.

c. Accounting period. Unless otherwise specified by the governing MACOM, the accounting period for units and activities supported by HQ, USAG, Fort Sam Houston, shall be by fiscal year.

5-11. AMMUNITION DOCUMENT FILES.

a. Regulatory requirements. AR 710-2 and AR 25-400-2 specify filing requirements and retention periods for documents applicable to ammunition.

(1) Document register files. At the end of the accounting period, the register becomes inactive and a new register will be started. The registers are retained for two years following close of the accounting period, except that any open document numbers must be brought forward to the



current year's register (first entries in the new register and in document sequence).

(2) Property book and supporting documents file. Retain for two years except that any voucher with supporting papers having an open number will be brought forward to the current year's document file.

b. Basic load issue documents

(1) Standby issue documents, paragraph 5-6 above, will be retained until replaced by updated requests; then destroyed. The serial number of the destroyed document will be marked CANCELLED on the document register.

(2) Actual issue documents will be filed in the nonexpendable document file until all listed items have been properly accounted for; e.g., turned in, consumption report, etc.

c. Operational load issue documents. A consolidated issue request form for on-hand quantities of operational load items may be prepared annually by the customer.

(1) The consolidated request document, together with the back-up issue and turn-in documents, will be presented to the stock record officer for verification and approval signature.

(2) The superseded documents will be cross-referenced to the replacement document number. The old document register will also be similarly annotated.

(3) Superseded documents are attached to, and become supporting documents, for the consolidated request.

(4) The appropriate issue document will be retained until all line items have been properly accounted for, as noted in chapter 4.

5-12. PROPERTY RECORDS.

a. Ammunition accounting.

(1) Training ammunition required for immediate expenditure will not be posted to unit property books. The issue document will be marked "NOT POSTED TO PROPERTY BOOK." Units must maintain a set of training ammunition management and control documents in accordance with DA Pam 710-2-1.

(2) Issues of basic/operational load ammunition to units will be posted to the property book accounts, in sequence, by DODAC.

(3) The unit property book will have a separate section established for stored or on-request quantities of ammunition. Within the unit ammunition section, a DA Form 3328, Property Record, will be prepared for each DODAC line item authorized to be on hand. Lot numbers and locations will be posted to a matching DA Form 3328-1, Serial/Registration Number Record.

(4) To identify basic/operational load items, each property book page will be red-flagged in the item description block, front, lower right corner.

b. Instructions for completing DA Forms are provided in DA Pam 710-2-1.

#### 5-13. AMMUNITION INVENTORIES.

a. Regulatory requirements. AR 710-2 requires that all sensitive items, including ammunition, kept by using units be inventoried monthly. Inventory results are to be recorded on a memorandum and filed in accordance with AR 25-400-2.

b. Exceptions. With MACOM approval, inventories of ammunition and explosives that are "rigged" or "preconfigured" for rapid deployment will be accomplished annually when loads are dismantled for yearly serviceability inspections by the assigned QASAS. These loads will be checked monthly to ensure that they have not been tampered with.

#### ROTC AMMUNITION CONTROL

a. Training ammunition receipts will be posted to the ROTC property book.

b. Exception. Receipt will not be posted to the ROTC property book when training ammunition is to be expended immediately at the Army installation and ammunition reconciliation is accomplished before return to the institution campus.

#### Section IV. SSA Ammunition Control

##### INSTALLATION AMMUNITION RESPONSIBILITIES

a. The ammunition officer staff function is an additional duty assignment of the Fort Sam Houston Stock Record Officer (SRO) for the Consolidated Ammunition Account (W45NQJ).

b. The ammunition clerk is the initial point of contact for customers requiring guidance on reporting on matters involving ammunition/explosives. The ammunition clerk is responsible for maintaining current ammunition reference files and suspense files utilized in ammunition control.

5-16. REQUIRED SSA REFERENCE FILES. These files are prescribed by FORSCOM Reg 700-4. Ammunition publications will be kept by the ammunition clerk in a complete and up-to-date status. File content will be limited to data on items stocked by, or issued through, Supply Division, DOL, USAG, Fort Sam Houston.

5-17. SSA SUSPENSE FILES. The ammunition clerk will comply with DA Pam 710-2-2. Local SSA controls are established in accordance with directives noted.

a. A copy of the original issue document will be filed in a month/day suspense file by the ammunition clerk for follow-up alert that a unit is delinquent on required turn-in/reconciliation action. Memorandums to the commander will be used to notify customers about delinquencies.

b. The original issue document for inert training-aid ammunition will be filed in the unit suspense file by the ammunition clerk until the issue is cleared by appropriate action; e.g., turned in, laterally transferred, etc.

5-18. SSA AMMUNITION ACCOUNTING RECORDS. Files and records will be established and maintained by the ammunition clerk in accordance with DA Pam 710-2-2.

a. Since ammunition is a sensitive/controlled item, all stock record account (SRA) documents related to issue, turn-in, shipment, or other disposition are centralized in the files of the ammunition clerk.

b. Except for routine and scheduled inspections, any request for use of SRA records for investigative purposes shall be referred to the stock record office (W45N0J) for appropriate action.

c. Ammunition depot requisitions.

(1) TAMS authorizations are distributed to installations by FORSCOM message entitled "Allocation of Ammunition Credits for (Month/Year)."

(2) TAMS authorized items must be requisitioned by SSA within 30 days following the month established; otherwise, the allocation will be cancelled.

(3) Both AC/RC Tng Div, DPTMSEC and Supply Division, DOL are required to keep current copies of authorization/allocation messages on file. Close and frequent coordination is critical to ensure adequate stocks for support of customer training missions.

d. Ammunition lot numbers.

(1) The lot number is mandatory to supply operations and is vital to surveillance reports and to investigations involving malfunctions, thefts, recoveries, etc.

(2) Lot number records on exhausted stocks will be retained by the ammunition clerk for two years following date of last posted transactions.

#### Section V. Transportation of Ammunition and Explosives

5-19. INTRODUCTION. This section provides consolidated guidance for compliance with directives establishing procedures for transportation and movement of ammunition and explosives.

a. Everyone participating in the shipment of ammunition, explosives, and other dangerous articles is responsible for compliance with the rules and regulations governing safe and secure transportation.

b. Whenever government-operated motor vehicles are used in transporting explosive material, the commander, the shipping officer, or the shipper will be held responsible for observation of applicable rules and regulations of the Department of Transportation (DOT) and other governing bodies.

#### 5-20. TRANSPORT SAFETY AND SECURITY

a. Title 49-Transportation, Code of Federal Registers (CFR) details requirements of the DOT governing transport of hazardous materials, including ammunition and explosives.

b. DOD Manual 5100.76-M establishes minimum intransit security policy and standards for arms, ammunition and explosives (AA&E) to adequately protect such items during shipment.

c. DOD Standard 5154.4-S establishes uniform DOD safety standards and policies for transportation of ammunition and explosives.

#### 5-21. ARMED GUARD SURVEILLANCE FOR SENSITIVE (PROTECTED) MATERIEL (Government Operated Motor Vehicle Shipments).

a. Organic transportation used for movement of weapons or ammunition on or between installations will be consistent with AR 190-11 and FORSCOM Suppl 1. Movement of Category I AA&E will be under armed guard protection. Category II AA&E will be placed in the custody of a commissioned officer, senior NCO, or DOD civilian of equivalent grade. Category III and IV AA&E will be under the continuous positive control of a designated, responsible person.

b. If the carrier requires an armed guard, the conditions subject to limitations of state law will prevail. Texas state law permits a person to be armed when discharging official government duties.

c. The armed person will be stationed/positioned in the cargo section of the vehicle.

5-22. PREPARATION OF DD FORM 626 (MOTOR VEHICLE INSPECTION). This form is required for commercial carriers and vehicles transporting explosives and ammunition.

a. DD Form 626 will be prepared in two copies and inspection completed before a vehicle is used to transport ammunition, explosives or other dangerous articles on public highways.

b. Explanation for completion of entries is provided on the reverse side of DD Form 626 (see DA Pam 710-2-1). See figure 5-1 for installation guidance to using units.

5-23. INSPECTIONS.

a. Responsibility. AR 55-355 establishes that each vehicle designated to carry ammunition on public highways will be inspected in accordance with DA Form 626.

(1) Units requesting and/or turning in ammunition or explosives must call the Storage Branch, DOL, 221-4852/4097.

(2) Quality Assurance (QA) Division personnel at Camp Stanley will inspect the vehicle and sign DD Form 626 as the "Inspector" for "Origin" column, items 1 - 22 for class A and B ammunition. Units picking up class C only will be given a cursory inspection by QA personnel using DD Form 626 (only the items in the top half marked with an asterisk).

(3) FSH ASP munitions handler will not issue or accept ammunition or explosives without a valid DD Form 626. DD Form 626 will be considered valid only if issued within 24 hours and unit is located within 50 miles driving distance of the ASP for issue or point of origin for turn-ins.

(4) The exemption noted in para 1-11 applies to all ROTC.

b. Inspection at issue point. DD Form 626 (two copies) provided by unit will be used as a checklist to inspect vehicle prior to loading. After loading, shipping inspector will complete the "Origin" column, items 23 - 30, of the section entitled, "Items to be Checked Prior to Release of Loaded Vehicle." Original copy is retained by ammunition storage personnel. A copy is given to the vehicle driver with a completed copy of DD Form 836. The driver will present a copy of DD Form 626 to the responsible official at destination.

c. Inspection at destination. Before unloading, all vehicles carrying class A or class B ammunition, explosives or other dangerous articles must be inspected to ensure safe delivery to the unloading point. This inspection and completion of the "Destination" columns of the DD Form 626

are accomplished by the responsible official at destination. For customers making pickups at Fort Sam Houston, this probably means the supply officer concerned. However, directives issued by destination headquarters concerning precautions and safehandling of ammunition will apply.

5-24. SPECIAL INSTRUCTIONS FOR MOTOR VEHICLE DRIVERS (DD FORM 836). DD Form 836 will be issued by shipping inspector to all drivers of military or commercial vehicles transporting explosives over public roads in accordance with AR 55-355. DD Form 836 provides:

a. Standard driver instructions on how to best protect oneself, the load, the vehicle, and other life and property from fire, accident, vehicle breakdown, etc.

b. Special instructions added to the form that may be required by the sensitive nature of the cargo.

## Section VI. Safeguarding Ammunition and Explosives

### 5-25. SAFETY REQUIREMENTS

a. AR 385-10, AR 385-40 and DA Pam 385-1 provide overall instructions on accident prevention in the handling or firing of ammunition and explosives.

b. AR 385-63 prescribes safety precautions necessary to minimize possible accidents in the firing and other uses of ammunition explosives by Army troops. Particular attention is directed to:

(1) Specific limitations applicable to firing units/activities.

(2) Restriction on use of nonstandard items unless specifically approved in writing by the governing MACOM.

(3) Prohibition against any alteration of loaded ammunition except as directed by Commander, U.S. Army Materiel Command (AMC); and then under the supervision of a commissioned officer or qualified DOD civilian from Headquarters, AMC.

(4) Prohibition against any assembly of explosive components into inert rounds unless specific, written approval has been obtained in advance from the Commander, AMC.

c. TB 9-1300-385 has updated listings of suspended and restricted munitions, by lot numbers, to assist those responsible for storage, issue, use, testing, and transportation of class V materiel.

d. AR 385-64 prescribes Army safety policies and standards for ammunition and explosives, to include related facilities and activities.

e. TM 9-1300-206 provides detailed procedures for specific ammunition/explosives operations to assure safety in the units and activities involved.

5-26. PHYSICAL SECURITY OF AMMUNITION AND EXPLOSIVES.

a. Responsibilities.

(1) Individuals issued ammunition or explosives are responsible for security of such property while it is charged or entrusted to their care.

(2) Commanders at all levels having custody of ammunition or explosives are responsible for compliance with AR 190-11 and safety regulations.

b. Ammunition storage.

(1) Small quantities of operational ammunition may be stored consistent with operational requirements. The items will be stored in a separate locked container as noted in subparagraph c, below. A typical facility used for storing operational requirements, other than for contingency purposes, would be a military or security police station, a guard house, the unit arms room, a small ammunition igloo, or a below-ground storage container.

(2) Ammunition for short-term readiness purposes may be stored on vehicles or aircraft when tactical, operational, or readiness conditions apply. Based upon the threat environment and the vulnerability of ammunition, major commanders may set up alternate security measures that provide comparable levels of security. Readiness for operational movement or use will be the prime concern. Normal procedures may be waived for each unit involved.

(3) Minimum requirements for safeguarding basic load ammunition are prescribed in AR 190-11. MACOM procedures are established in FORSCOM Reg 700-3.

(4) There is no authorized temporary holding area on Fort Sam Houston. Ammunition to be shipped will be pulled and secured in an ammunition igloo holding area awaiting issue to carrier. Training ammunition should be moved directly to training site when issued. Vehicle will be guarded until actual time of firing in accordance with AR 190-11.

c. Ammunition containers. Ammunition authorized for retention in unit's arms room will be stored in a locked, class 5 container or in a locally fabricated container made of at least 22-gauge steel. Ammunition and weapons will not be stored together in a locally fabricated container. They may be stored together in a class 5 container if ammunition is secured in a separate locked compartment or repository within the container.

(1) Containers other than class 5 will be locked with secondary padlocks when not in use. They will be fastened securely together or fastened to the walls or floor of the arms room to prevent unauthorized removal when weighing less than 500 pounds.

(2) Chains and locks used to secure containers are described in AR 190-51

d. Intrusion detection systems (IDS). Use of an IDS for category I and II items is mandatory unless ammunition items are continually observed or provided surveillance to prevent unobserved access. (See DOD 5100.76-M and AR 190-11)

e. Guard protection. DOD 5100.76-M and AR 190-11 provide guidance on guard force requirements.

f. Missing or recovered firearms, ammunition and explosives. The installation Provost Marshal will be notified as soon as the incident is discovered. Notice will not be delayed because of incomplete data. Follow-up reports can complete the missing data elements. Detailed instructions to data elements required are published in AR 190-11.

5-27. PADLOCKS FOR AMMUNITION SECURITY. AR 190-11 and DOD Manual 5100.76-M establish procedures and specifications for security padlocks.



These instructions clarify entries on DD Form 626 and are in addition to those printed on the reverse side of the inspection form. (DA Pam 710-2-1). Unless otherwise noted, these entries are found under the heading, "Origin" column.

GBL No. ----- Enter the document number shown in block 1 of DA Form 581.

Name of Carrier ----- Enter the official designation of the unit or activity transporting the ammunition.

Name of Driver ----- Entry will be typewritten or printed in block letters; to include rank or grade.

Date and Hour ----- Enter the date and hour that inspection was completed; i.e., after correction of any deficiencies.

Installation/Activity ----- (1) Enter name of location in the "Origin" column where the inspection was made (completed).

(2) The "Destination" column must also be completed. For example, units training at Camp Bullis, the destination entry should read "Camp Bullis and Return."

Driver's State Permit No. Entries are mandatory for vehicles operating off post and on public roads. The number to be entered is one of the following:

(1) ACTIVE DUTY MILITARY PERSONNEL: Enter the serial number shown on OF 346 (US Government Motor Vehicle Operator's Identification Card).

Figure 5-1. How to Prepare DD Form 626, Motor Vehicle Inspector

(2) DA CIVILIANS/OTHER  
CIVILIAN PERSONNEL: In  
addition to OF 346, it is State  
Law that these personnel must  
have a Texas Department of  
Public Safety License (either  
chauffeur or truck operator's  
permit) in their possession  
when operating government  
vehicles off-post.

(3) RESERVE COMPONENTS  
(USAR/ARNG/ROTC): Unless  
officially on active duty (in  
uniform), the state law applies.  
The OF 346 is valid during  
official training duty.

Figure 5-1 (continued)

## CHAPTER 6

MALFUNCTIONS/INCIDENTS INVOLVING EXPLOSIVE MUNITIONS OR UNEXPLODED  
ORDNANCE/DUDS

## Section I. Basic Guidance

6-1. **COMMAND CONTROL.** Responsible officials at all levels of command shall exercise the necessary controls to prevent weapon and ammunition malfunctions.

a. U.S. Army Materiel Command (AMC) is responsible for the conduct of necessary investigations on reported malfunctions.

b. U.S. Forces Command ammunition policies and procedures on malfunctions are published in FORSCOM Reg 700-4.

c. Installations which host Explosive Ordnance Disposal (EOD) units are required to establish an appropriate point of contact for submission of assistance requests in response to off-post incidents and accidents involving ammunition and explosives.

(1) Safety Office provides safety inspections and issues guidance on ammunition accident reporting and on disposal of ammunition.

(2) Provost Marshal provides required security for locations on Fort Sam Houston where unexploded explosive ordnance (UXO) or duds are discovered, or a potential explosive ordnance hazard exists, until declared safe by EOD.

(3) The accountable property officer (W45NQJ) serves as ammunition officer for Headquarters, USAG, Fort Sam Houston. The FSH ammunition officer or designated alternate is responsible for notifying the following units/activities about malfunctions, as appropriate, to include verification of the ammunition clerk's notifications:

UNIT/ACTIVITY	INSTRUCTIONS/EXPLANATIONS
Directorate of Logistics	All incidents. For serious accidents or incidents, DOL will be requested to advise the USAG FSH Command Group, Public Affairs Officer, and Staff Judge Advocate.
MP Desk, Provost Marshal (221-0463)	If appropriate, on-site control should be requested.

FSH Safety Officer  
(221-0630)

Notify this activity on all accidents, particularly where injuries are involved.

CDR, 137th Ordnance  
Det (24-hr response  
telephone (512) 221-  
1004).

This unit will be notified whenever one or more of the following situations apply:

a. Serious accidents/incidents involving munitions.

b. Unexploded, large caliber munitions are involved.

c. Military ammunition or explosives are discovered at unauthorized military locations or civilian sites. PMO should also be notified.

Maintenance Div, DOL

Applicable when the malfunction involves small arms and/or ammunition malfunctions in small arms.

(4) The ammunition clerk serves as the immediate representative of the installation ammunition officer for most matters pertaining to ammunition malfunctions and accidents.

(5) The 137th EOD provides authorized services to units and activities receiving logistical support from HQ USAG, FSH under provisions of AR 5-9.

(6) Commander, Camp Bullis, a subcommand of FSH, is responsible for:

(a) Inspection of maneuver areas prior to departure of units assigned to train in the areas.

(b) Close supervision of range firing to preclude rounds from impacting outside of impact areas. When it is known or suspected that duds have landed outside the impact area, Commander, Camp Bullis, will initiate action for immediate recovery.

(c) Coordination of special orientation classes for troops relating to the specific hazards of duds, ammunition and explosives; arranging as required for assistance from the 137th EOD in the execution of this training.

d. All individuals involved with the handling or use of ammunition or explosives must comply with current regulatory requirements. Personnel

controlling ammunition for a unit during firing exercises must be thoroughly aware of the inherent hazards of the specific type of ammunition being used and plan accordingly.

(1) Responsibilities for firing exercises are detailed in AR 385-63. There must be a commissioned officer (OIC) assigned the responsibility of ensuring that all personnel understand the nature of each malfunction and the proper preventive and corrective procedures to avoid injury to personnel or damage to property/materiel.

(2) In the event of an ammunition malfunction, the commander or senior individual in charge of the unit or activity is responsible for seeing that the installation ammunition officer is immediately contacted.

(3) The first commander who becomes aware of an actual or potential explosive ordnance incident is responsible for immediate notification of the installation ammunition officer and the accomplishment of tasks outlined in AR 75-15.

(4) All commanders and military sponsors are responsible for ensuring that subordinates and family members are aware of the dangers involved with handling exploded munitions, duds, or suspected duds.

(5) For ranges located at Fort Sam Houston, AC/RC Tng Div, DPTMSEC (221-2986/2644) will be notified of irregularities or incidents.

(6) For ranges located at Camp Bullis training site, Operations Branch, Camp Bullis, (221-7310/7311) will be notified of irregularities or incidents.

(7) After normal duty hours, all accidents, incidents, malfunctions, etc., are to be reported to the SDO, USAG, FSH (221-2810/0520). This individual will contact the appropriate "on-call" staff representative.

6-2. AMMUNITION RESTRICTIONS. All ammunition or explosives issued on Fort Sam Houston shall be used for the purpose for which it was intended. Any exceptions require written approval from Commander, U.S. Army Materiel Command. Copies of approvals should be furnished Commander, USAG, Fort Sam Houston, ATTN: AFZG-DL-SD. The following deviations require specific written approval:

- a. Use of nonstandard munitions or explosives
- b. Firing of condition code "H" (unserviceable/uneconomically repairable) small arms ammunition.
- c. Any alteration of loaded ammunition.
- d. Any assembly of explosive components into inert (unloaded) ammunition.

e. Any attempt to use ammunition in an unorthodox manner or to purposely attempt to make it malfunction.

REPORTS. Military and DA civilian personnel will promptly report:

a. Malfunctions involving ammunition and explosives as prescribed in AR 385-40 and AR 75-1.

b. Loss, theft, or recovery of firearms and ammunition as prescribed in AR 190-11.

## Section II. Reporting Malfunctions, Misfires or Unexploded Ordnance

### WEAPON MALFUNCTIONS.

a. Mechanical failure/stoppage is failure of an automatic weapon to extract or eject a spent case, or to load or fire a new round. The actions, immediate or remedial, prescribed in the applicable 23-Series Field Manual must be followed to clear the stoppage.

b. Immediate action is the unhesitating application of a probable remedy to reduce a stoppage without investigating the cause.

(1) The required actions are prescribed in the applicable field manual.

(2) If the weapon still fails to fire, it must be inspected to determine the cause of the stoppage; only then can appropriate action be taken.

(3) Do not apply immediate action a second time for the same malfunction unless the cause has been determined by inspection and corrected. A second application could result in compounding the stoppage or result in the weapon blowing up.

c. Remedial action to investigate the cause is applied when the application of immediate action fails to remedy a stoppage.

(1) This action is the continuing effort to determine the cause for the stoppage, to apply a remedy, and to return the weapon to operation.

(2) Whenever a round explodes in a weapon or the projectile becomes lodged in the barrel of a weapon, do not attempt any remedial action. Report the malfunction in accordance with instructions in para 6-7, this publication.

6-5. MISFIRES. This type of stoppage is often blamed on faulty ammunition; sometimes called "duds." If this cause is suspected and remedial action fails to eliminate the stoppage, the following applies:

a. OIC/NCOIC of Firing Exercise. The senior individual in charge of the exercise will:

(1) Ensure that all personnel are safe and, if necessary, off the firing line at a safe distance.

(2) Apply corrective procedures as detailed in the latest FM 23-Series and/or Weapons Operator's Manual. Regulations require that all responsible personnel be thoroughly familiar with the latest procedures.

(3) Notify the range control activity, as appropriate

(4) If required, request assistance from installation support elements through range control.

b. Collection and disposition of misfires. The senior individual in charge of the firing exercise will:

(1) Comply with AR 385-63 which requires that all rounds which failed to fire are collected separately for turn-in to the supporting PBO.

(2) Specifically advise the PBO about the faulty rounds at the time of turn-in. These unserviceable rounds require separate turn-in action by the PBO. See chapter 4 of this regulation.

c. Formal reporting of misfires. This is a responsibility of the ammunition clerk.

(1) Based upon AR 75-1 and the rate of unit turn-ins, the ammunition clerk reports this type of ammunition malfunction to AMCCOM.

(2) Misfires (duds) are reported when rates are equal to or are greater than the reportable rates shown in AR 75-1, appendix B. Reports are required so that timely action can be taken by AMCCOM for any remaining quantities of the faulty lot of ammunition.

(3) Requirements are the same as for other types of ammunition malfunctions.

#### 6-6. MALFUNCTIONS INVOLVING AMMUNITION OR EXPLOSIVES.

a. Local range safety requirements are published in FSH Reg 350-2 and FSH Reg 350-3.

b. Unit actions for control of malfunctions. The following should be implemented in each unit's ammunition/range firing SOP. Also, see requirements of AR 385-63.

(1) OIC/NCOIC of firing exercises. In the event of a serious malfunction involving ammunition, explosives or weapons, the senior individual in charge will:

(a) Suspend firing. Do not resume firing until released by range control, the safety officer, or other proper authority.

(b) Make sure that personnel are safe. In case of injuries, obtaining medical assistance is the first priority. If required, an ambulance is available by calling telephone number (512) 221-8500.

(c) Make a telephonic malfunction report as indicated below.

(2) Reporting during normal duty hours. The senior individual in charge will immediately notify the ammunition clerk by telephone whenever a reportable malfunction occurs.

(3) Reporting after duty hours. During weekends, holidays and other after duty hours, the senior individual in charge will notify the SDO, USAG FSH, (512) 221-2810/0520. The SDO should obtain as many facts as possible concerning the malfunction. Immediately after receipt of a malfunction report, the SDO will contact the "on call" representative of Supply Division, DOL, for follow-up instructions.

6-7. INITIAL TELEPHONIC REPORT ON MALFUNCTIONS. The following data should be provided in the immediate action report by the senior individual in charge. The initial telephone reports by units involved will not be delayed because some of the data elements are not available.

a. Name, rank, unit and phone number of person reporting. Also, the name and phone number of the person to be contacted later for follow-up information.

b. Location (area/site) of the malfunction, to include date/time of occurrence.

c. Type of malfunction (brief description of what happened)

d. Personnel injuries and/or property damage, if any. This includes name, rank, and description of injuries and/or brief description of known damage to area or facilities.

e. Type of ammunition, explosives and/or weapon involved. If possible at this time include the lot number of the ammunition/explosive and/or weapon serial number.

f. Quantity of ammunition/explosive issued, fired and/or remaining on hand.

g. Method of storage of ammunition at range (exposed or covered).



- h. Weather conditions during firing exercises.
  - i. What recovered fragments/residue are available at incident site.
  - j. Any emergency problems related to the incident that require follow-up action by person/activity receiving the malfunction report.
- 6-8. IMMEDIATE ACTION DURING DUTY HOURS BY SUPPLY PERSONNEL. After duty hours the "on-call" representative of Supply Division, DOL, will accomplish these tasks, as necessary.
- a. Upon receipt of a malfunction report. The ammunition clerk will make an informal record of data elements concerning the malfunction and will immediately notify the following:
    - FSH ammunition officer (ACTPO, W45NQJ)
    - Chief, AC/RC Tng Div, DPTMSEC, 221-2986/2644.
- (3) Commander, Camp Bullis, 221-7311/7883, for incidents happening at Camp Bullis.
- b. Formal action requirements
    - (1) Submission of formal, preliminary malfunction reports to AMCCOM.
    - (2) Establish local suspension of a lot of ammunition that has malfunctioned and its further use would probably cause injury or damage. For additional guidance see AR 385-63.
    - (3) Follow the preliminary report with a detailed written report within 15 working days.
- 6-9. CONTROL OF MALFUNCTION SITE. AMCCOM will give notification of any required on-site investigation within five days of receipt of the preliminary malfunction report.
- 6-10. MALFUNCTIONS INVOLVING HUMAN FAILURE. When technical investigations of the incident indicate that its cause is attributable to human failure or misconduct, a formal investigation under provisions of AR 15-6 will be initiated.
- a. Unless the major command involved has already initiated AR 15-6 action, the range control activity is responsible to request a formal investigation through command channels to the appropriate headquarters.
  - b. When required, a full written report of the investigation will be prepared by the responsible headquarters in accordance with AR 15-6.

(1) Written reports will be submitted within 10 days through command channels to ATTN: AFZG-PTM-RT, for ranges on FSH, or to AFZG-CB, for ranges on Camp Bullis.

(2) Information copies will be provided by the range control activity to Safety Office and the Supply Division, DOL, this headquarters.

6-11. RANGE AND EXPLOSIVE ACCIDENTS. Units and activities receiving ammunition support from Headquarters, USAG, FSH will comply with reporting requirements of FORSCOM Suppl 1 to AR 385-63.

6-12. CONTROL OF UNEXPLODED ORDNANCE (DUDS) OR UNIDENTIFIED MUNITIONS AND CONTAINERS. The following actions apply to unexploded ordnance (UXO) or unidentifiable munitions or containers discovered in areas under the jurisdiction of Headquarters, USAG, FSH, including Camp Bullis training site.

a. Promptly notify the MP desk by telephone, (512) 221-0463. Munitions that failed to explode found at the Camp Bullis training site should be reported to Range Control or Operations Section, Camp Bullis.

b. No attempt will be made by unauthorized/untrained personnel to move, to tamper with, to open or to identify the munition/container or its contents.

c. As an aid to later location, the site of the munition/container should be clearly marked.

6-13. DISPOSAL INSTRUCTIONS. Disposal of unexploded ordnance/duds is an assigned function of EOD detachments. Disposal of unserviceable, uneconomically repairable conventional ammunition resulting from deterioration in storage, obsolescence, or as a result of safety suspensions will be determined by the governing NICP.

a. Uneconomically repairable ammunition are items classified with supply condition codes "H" or "P."

b. The classification must be determined by one or more of the following:

(1) By direction of the governing NICP.

(2) An officially designated quality assurance specialist (ammunition surveillance) (QASAS).

(3) Military enlisted personnel who are qualified as ammunition inspectors.

(4) A civilian warehouseman who is trained and designated as an ammunition inspector.

APPENDIX A

REFERENCES

AR 5-9, Intraservice Support Installation Area Coordination.

AR 5-13, Training Ammunition Management System.

AR 15-6, Procedures for Investigating Officers and Boards of Offices.

AR 25-400-2, The Modern Army Recordkeeping System (MARKS).

AR 55-355, Defense Traffic Management Regulation.

AR 75-1, Malfunctions Involving Ammunition and Explosives.

AR 75-15, Responsibilities and Procedures for Explosive Ordnance Disposal.

AR 130-400, Army National Guard - Logistics Policies for Support.

AR 190-11, Physical Security of Arms, Ammunition, and Explosives.

AR 190-51, Security of Army Property at Unit and Installation Level

AR 385-40, Accident Reporting and Records.

AR 385-63, Policies and Procedures for Firing Ammunition for Training, Target Practice, and Combat.

AR 700-22, Worldwide Ammunition Reporting System (WARS).

AR 710-2, Supply Policy Below the Wholesale Level.

AR 735-5, Basic Policies and Procedures for Property Accounting.

AR 740-1, Storage and Supply Activity Operations.

CTA 50-909, Field and Garrison Furnishings and Equipment.

DA Pam 350-38, Standards in Weapons Training.

DA Pam 710-2-1, Using unit Supply System Manual Procedures.

DA Pam 738-750, The Army Maintenance Management System (TAMMS).

DOD Manual 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives.

DOD Standard 5154.4-S, DOD Ammunition and Explosives Safety Standards.

FSH Reg 700-4

FORSCOM Reg 700-3, Ammunition Basic Load.

FORSCOM Reg 700-4, Ammunition.

FORSCOM Suppl 1 to AR 700-22, Worldwide Ammunition Reporting System (WARS).

FORSCOM Suppl 1 to AR 710-2

NG Pam 350-3, Training Handbook for Ammunition Managers

SB-742-1, Ammunition Surveillance Procedures.

TB-9-1300-385, Munitions Restricted or Suspended.

TM-9-1300-206, Ammunition and Explosives Standards.

The proponent of this regulation is the Directorate of Logistics, Fort Sam Houston. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, U.S. Army Garrison, ATTN: AFZG-DL-SD, Fort Sam Houston, Texas 78234-5000.

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Information Management

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